



FREEDOM OF INFORMATION REQUEST

FOI Reference number: 54/2017

Date: 13 October 2017

Request:

1. Please fully outline how & where the current SMP position / roles were & continue to be advertised (as per FOI Ref 22/2017 dated 21 June 2017).
2. Who was / is responsible for administration of this? (please include grade / band & position / role held within NIPB)
3. Please outline the entire selection process used to recruit the current SMPs e.g. paper sift, interview panels (including the number of interviewers) etc.
4. Who was / is responsible for making decisions at each stage? (please include grade / band & position / role held within NIPB)
5. Please confirm how this / these person(s) was / were/ are qualified to make such decisions / selections.
6. Re the half day training session provided to the current SMPs on 27th September 2016 (as per FOI Ref 03/2017 dated 14th February 2017) please provide a detailed programme of the contents and time allocated for each aspect.
7. Who was responsible for opening this session? (please include grade / band & position / role held within NIPB)
8. Who was responsible for delivering each aspect of the training? (please include grade / band & position / role held within NIPB)
9. Please confirm how this / these person(s) was / were qualified to train the SMPs.
10. Who trained this / these person(s) in all relevant aspects?

11. Due to the extensive volume of complex material involved including: -
- 42 Regs & subsections of PSNI & PSNI Reserve (Injury Award) Regulations 2006,
 - Over 300 pages of the Scofield Report.
 - A vast amount of relevant case law e.g. Simpson, Crudace, Howarth, Laws etc
 - Previous Pension Ombudsman decisions re maladministration in NIPB cases,
 - Judicial Reviews, etc.
- were the SMPs required to complete any 'self-learning' outside of the limited training session to ensure that they are sufficiently 'familiar' with relevant police pension and injury on duty provisions? If so, on which aspects and by what means e.g. reading the Joint Guidance for Medical Practitioners on IOD Awards?
12. Was any supplementary training provided to those SMPs who according to their 'short paragraph detailing their experience' (as per FOI Ref 24/2017 dated 29 June 2017) had no prior experience with police IOD awards / assessments, etc? If so, on which specific aspects and for how long?
13. Was the SMP's knowledge and understanding checked after all relevant training was completed? If so, how and by whom? (please include grade / band & position / role held within NIPB)
14. The training session was conducted by a Board official, therefore please provide a detailed breakdown to show how and give an explanation justifying why it cost £3,5000 (as per FOI Ref 14/2017 dated 24 April 2017)
15. Were the SMPs paid to attend the training session? If so, were they paid on an hourly, daily or flat rate basis?
16. On what date(s) was / were the SMP's 6-month training needs review(s) conducted (as per FOI Ref 22/2017 dated 21 June 2017)?
17. Who was responsible for reviewing the training needs of each SMP? (please include grade / band & position / role held within NIPB)
18. Were any training needs identified? If so, what were they? & Have they been addressed? If so, when, how & by whom? (please include grade / band & position / role held within NIPB)
19. Please confirm how this / these person(s) was / were qualified to review the training needs of SMPs and (if relevant) to address them?
20. In addition to the money spent on the initial training how much did the first review of SMP's training needs and (if relevant) additional training cost? Please provide a total figure to date, including a detailed breakdown and justification of the cost (as at Qu 14).

Answer

1. The SMP role has previously and is currently advertised on the Board's homepage - <https://www.nipolicingboard.org.uk/> and remains open at all times. The Board has also advertised on the Society of Occupational Health website and through social media channels as well as circulating the advertisement via staff associations, representative groups, the Department of Justice and the National Attendance Management Forum.
2. The Police Administration Manager (Deputy Principal) and David Wilson, Director of Resources (Grade 7) are responsible for recruitment of SMPs. Previously the (then) Director of Policy, Jenny Passmore, (Grade 7) was also responsible.

The Policing Board's Data Protection policy indicates that the Board will not routinely publish the names of officials below those in the Senior Management Team. This information is deemed to be personal data and is exempt as per the exemption at Section 40(2) (Personal data of a third party) of the Freedom of Information Act 2000 applies to this information. To release this information to you under the Freedom of Information Act would contravene the first Principle of the Data Protection Act 1998. This is an absolute exemption and there is no requirement to conduct a public interest test.

3. Submissions for the SMP position are made through the submission form. The submission form is then reviewed by a two person panel to determine whether the individual meets the criteria for the SMP position and they are either deemed appointed or not appointed.
4. The Police Administration Manager (Deputy Principal) and David Wilson, Director of Resources (Grade 7) sit on the two person panel. Previously the (then) Director of Policy, Jenny Passmore (Grade 7), and Projects Manager (Deputy Principal) also sat on the two person panel.

As per our response to question 2 above names of officials are deemed to be personal data.

5. Each of the individuals mentioned at Point 4 have satisfactorily completed Selection & Recruitment Training in line with the Board's policy.
6. A copy of the SMP Training Agenda is attached as annex A. Please note the training took place on the 21 September 2016 and not the 27 September 2016 as stated in our response to FOI 03/2017.
7. The session was opened by Amanda Stewart the Chief Executive of the Policing Board.
8. The training was provided by the Police Administration Manager (Deputy Principal).

As per our response to question 2 above names of officials are deemed to be personal data.

9. The range of duties performed by this individual within the Policing Board allowed them to undertake this role.
10. Please see the response to answer 9 above.
11. A training manual was provided to the SMPs. A copy of the index is attached as annex B.
12. No
13. Yes. Where issues are identified these are discussed on an individual basis or during further training. This was undertaken by the Police Administration Manager (Deputy Principal) and the (then) Director of Policy Jenny Passmore (Grade 7). The Director of Resources David Wilson (Grade 7) now has this responsibility.

As per our response to question 2 above names of officials are deemed to be personal data.

14. This figure represents payments made to the SMP's. Payments to individual SMPs are deemed to be the personal data of a third party and are exempt from disclosure under Section 40 (2) of the Freedom of Information Act (FOIA). To release this information under the FOIA would contravene the first Principle of the Data Protection Act 1998. This is an absolute exemption and there is no requirement to conduct a public interest test.
15. Yes – to disclose the basis on which the payments were made may lead to the disclosure of personal information of a third party which is exempt from disclosure under Section 40 (2) of the Freedom of Information Act (FOIA).
16. The Board does not hold any records containing the information requested. However further training was undertaken on 25 August 2017 and 6 October 2017. As at point 13 above individual discussions are also held as required.
17. The Police Administration Manager (Deputy Principal).

As per our response to question 2 above names of officials are deemed to be personal data.

18. Further training dates are as stated at point 16 above. The training was provided by the Police Administration Manager (Deputy Principal). A copy of the agenda has been provided for both dates as annexes C and D.

As per our response to question 2 above names of officials are deemed to be personal data.

19. The range of duties performed by this individual within the Policing Board allowed them to undertake this role.

20. Additional training for 25 August 2017 and 6 October 2017 has cost £2000 to date. This figure represents payments made to the SMP's. Payments to individual SMPs are deemed to be the personal data of a third party and are exempt from disclosure under Section 40 (2) of the Freedom of Information Act (FOIA). To release this information under the FOIA would contravene the first Principle of the Data Protection Act 1998. This is an absolute exemption and there is no requirement to conduct a public interest test.

If you have queries about this request or the decision, please contact the Board quoting the reference number above. If you are unhappy with the service you have received and wish to make a complaint or request a review you should write to the Board's Chief Executive at the following address:

Northern Ireland Policing Board
Waterside Tower
31 Clarendon Road
Clarendon Dock
Belfast BT1 3BG

email: foi@nipolicingboard.org.uk

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner. Generally, the Information Commissioner's Office cannot investigate or make a decision on a case unless you have exhausted the complaints procedure provided by the Board. The Information Commissioner can be contacted at:-

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Telephone: - 0303 1231114
Email: - ni@ico.org.uk

Please be advised that Policing Board replies under Freedom of Information may be released into the public domain via our website @ www.nipolicingboard.org.uk.

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

Selected Medical Practitioner Training

21 September 2016

Northern Ireland Policing Board

9:30 – 10.00	Tea/coffee/refreshments
10.00 – 10.05	Welcome – Policing Board Chief Executive
10.05 – 10.10	Outline of the session
10.10 – 10.25	PSNI overview of ill health retirements
10.25 – 10.45	SMP Role
10.45 – 11.00	Q & A
11.00 – 11.45	Case studies & Report writing with discussion
11.45 – 12.15	SMP Policies
12.15 - 13.00	Lunch

Index

- NIPB/DOJ Joint Guidance for Medical Practitioners on Injury on Duty Awards
- The Royal Ulster Constabulary Pensions Regulations 1988 (2002 Amendments)
- PSNI and PSNI Reserve (Injury Benefit) Regulations 2006
- The Police Pension (Northern Ireland) Regulations 2009
- The Police Pensions Regulations (Northern Ireland) 2015
- NIPB Guidance on Injury on Duty Awards for Police Officers and Former Police Officers
- NIPB SMP Chaperone Policy (1/2016)
- NIPB SMP Complaints Policy
- NIPB SMP Conflict of Interest Policy
- NIPB Equal Opportunity (EO) Monitoring

September 2016

Selected Medical Practitioner Training

25 August 2017

Northern Ireland Policing Board

9:00 – 9.30	Tea/coffee/refreshments
9.30 – 9.35	Welcome – T/Police Administration Manager
9.35 – 10.05	Invoicing & IR35
10.05 – 10.30	Outline of assessment issues
10.30 – 11.00	Hearing Loss assessments
11.00 – 11.15	Break
11.15 – 11.30	Reconsideration, Reassessment with a New Condition and Regulation 11 assessments
11.30 – 11.50	Case law, Pension Ombudsman decisions and appeal decisions: <ul style="list-style-type: none">• Fisher - reassessment• PO-5477 – apportionment on reassessment• Staritt & Cartwright – injury received in the execution of duty• Tully – implementation date for deferred pension• PMAB – Deferred Pension case
11.50 – 12.15	Performance Monitoring Framework (including review of appeal outcomes)
12.15 – 12.30	Recording of SMP Assessments
12.30	Lunch

Selected Medical Practitioner Training

6 October 2017

Northern Ireland Policing Board

9:00 – 9.30	Tea/coffee/refreshments
9.30	Welcome – T/Police Administration Manager
9.30 – 10.00	Assessment issues Implementation date (prior to leaving/not specified/new condition cases)
10.00 – 10.30	Hearing Loss assessments
10.30 – 10.45	Total Disablement and Regulation 7
10.45 – 11.00	Break
11.00 – 11.30	Case law, Pension Ombudsman decisions and appeal decisions: <ul style="list-style-type: none">• Re Hawthorne’s application [2013] - https://www.courtsni.gov.uk/en-GB/Judicial%20Decisions/PublishedByYear/Documents/2013/[2013]%20NIQB%2076/j_i_TRE8943Final.htm• PO-11070 https://www.pensions-ombudsman.org.uk/wp-content/uploads/PO-11070.pdf
11.30 – 12.00	Performance Monitoring Framework
12.00	Lunch